



WEDDING PACKAGE 2019

INTRODUCTION TO TOWERBOSCH

Towerbosch Earth Kitchen is one of the best kept Winelands secrets just outside of Stellenbosch. The thatch-roofed venue is situated in the bend of a mountain stream, flanked by nasturtium carpeted woods and sweeping lawns which I any bridal couples dream.

Towerbosch captures the eye and imagination with a bespoke ceiling chandelier installation made of farm twigs painted white and draped with vintage treasures, old crockery and family trinkets. The floor is filled with unique chairs and tables of all shapes and sizes which give it an eclectic yet inviting feel. An array of family silverware and mixed china sourced from nearest and dearest cupboards adorns the tables. A large fireplace and comfy library nook with old books and oversized leather sofas, round off a relaxed, homely ambience.

The unique style of preparing and serving the food keeps any wedding interesting and exciting, as it is served feast-style on every table which compliments the present with pleasant aromas and exceptional taste, still reminding you of your past.



YOUR WEDDING AT TOWERBOSCH

Congratulations on your engagement and thank you for considering Towerbosch as the perfect venue for your wedding day. We are very enthusiastic to plan and share this beautiful journey with you leading up to the big day...

CEREMONY

Beautiful ceremony options are available on our lawn or underneath our shady oak trees. A carpet and Wimbledon chairs are included for a maximum of 100 guests.

Towerbossie, the smaller venue adjacent to Towerbosch, can be used as a backup option in case the case of cold weather for a maximum of 70 guests.

Your ceremony may start anytime from 15h00. Please arrange with the Towerbosch venue manager if you would like to make use of the ceremony area prior to 15h00 (keep in mind will not always be possible).

RECEPTION

We have designed a space that is ready and beautiful to use. Our reception area is decorated with a mixture of dark brown and white antiques to add to the vintage ambiance.

A minimum of 30 adult guests and a maximum of 100 guests will comfortably enjoy their day at Towerbosch.

Our venue is available from 12h00 and closes strictly at 24h00. Arrangements to make use of Towerbosch from 24h00 to 02h00 can be made up to 48 hours prior to your wedding date at an additional cost of **R1700** per hour – no extension after 02h00.

VENUE HIRE FROM 1 JANUARY 2019 - 31 DECEMBER 2019

Fridays, Saturdays, Sundays & Public Holidays

81 to 100 guests: R28 000

51 to 80 guests: R23 000

30 to 50 guests: R18 000

Weekdays

81 to 100 guests: R18 000

51 to 80 guests: R14 000

30 to 50 guests: R10 000

VENUE HIRE FROM 1 JUNE 2019 – 31 AUGUST 2019

Fridays, Saturdays, Sundays & Public Holidays

81 to 100 guests: R18 000

51 to 80 guests: R14 000

30 to 50 guests: R10 000

Weekdays

81 to 100 guests: R10 000

51 to 80 guests: R8 000

30 to 50 guests: R6000

WHAT WE OFFER (INCLUDED IN THE VENUE HIRE)

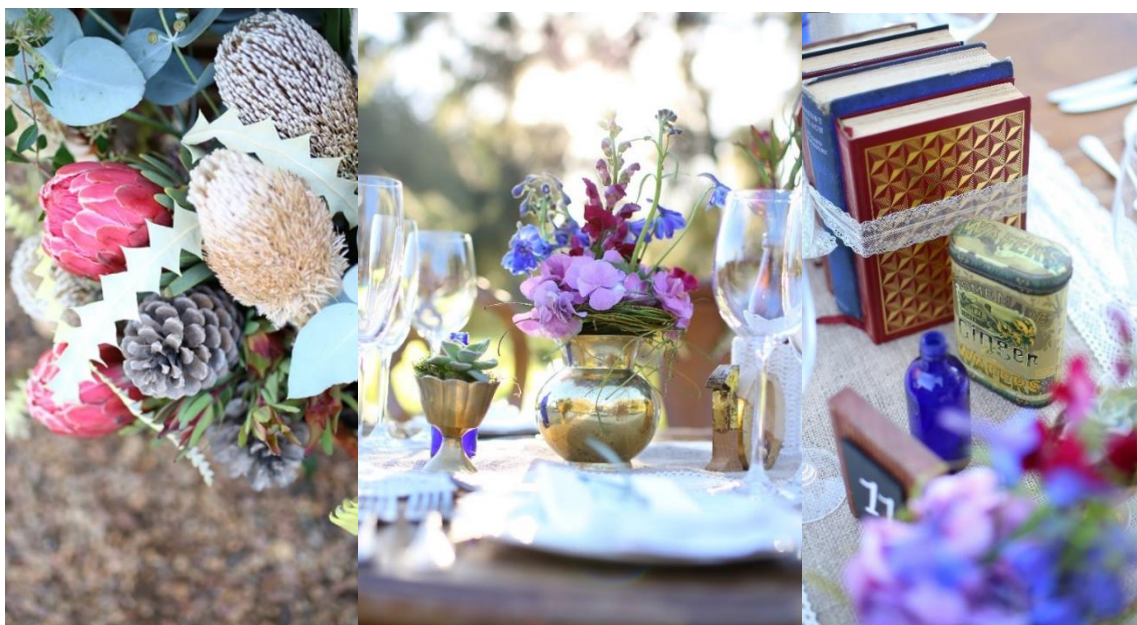
Except for our stunning venue...

- Tables: Mixture of dark brown and white antiques, and white round tables
- Chairs: Mixture of dark brown antiques and material chairs
- Venue cutlery and crockery
- Glasses: Standard bar glasses, one wine glass and one champagne glass
- Venue napkins (Plain White)
- Ceremony area

- Ceremony setup with chairs and carpet
- Our beautiful forest-like garden as the pre-drinks and canapes area, including all the outside tables, benches, wine barrels and umbrellas
- The honeymoon room on the evening of your wedding, depending on availability. Please book your room/s directly with our guesthouse at **guesthouse@knorhoek.co.za**.
- Bar facilities inside the main venue

WHAT WE OFFER (EXCLUDED FROM THE VENUE HIRE)

- Pre-ceremony drinks
- Pre-reception drinks
- Wine and sparkling wine/MCC
- Canape menu & late-night snacks
- Feast-style wedding menu
- Vegan and vegetarian menu
- Halaal menu options
- Service provider menu option
- Serving staff
- Firewood
- Co-ordination & management prior & on the day of your wedding



TOWERBOSCH VENUE CO-ORDINATION & MANAGEMENT

Towerbosch requires you to make use of our venue manager/s at a cost of R3000.00 which will co-ordinate and manage the final arrangements as discussed and confirmed within your wedding questionnaire. These services include the following:

- An initial site inspection of Towerbosch
- A meeting to discuss your wedding details (recommended six months prior to your wedding date)
- A final meeting (recommended one month prior to your wedding date)
- Venue layout and table setting
- Offer recommended supplier details
- Offer additional accommodation details
- A check list to make things a bit easier with your planning
- Compile a detailed venue programme/time schedule to ensure everything runs smoothly
- Coordinate events from the venue on the day
- Reconciliation and payments after your wedding day
- Answer any questions you might have to complete your **wedding questionnaire**
- Continued email correspondence throughout the planning process
- Co-ordination & management from 12H00 until closing. Including guest arrival, ceremony, pre-drinks and reception setup, implementation, management and breakdown (tables, chairs, cutlery, crockery, ceremony carpet), waiter management, food/kitchen and beverage co-ordination, & continued co-ordination with regards to additional setup throughout the day and evening.

***Please note additional meetings with the Towerbosch manager will be charged at R250.00 per hour and added to your final invoice.**

Towerbosch does not take responsibility for the management and booking of additional service providers. Please refer to our preferred suppliers list.

Your wedding questionnaire, along with a list of our preferred suppliers will be sent to you after Towerbosch has been secured with the deposit payment and signed contract.

Due to the busy schedule of our venue manager please schedule an appointment in advance. We do recommend that you schedule an initial site inspection of our venue, a follow up meeting and a final meeting to finalise your wedding details. **Additional meetings will be added to your invoice at R250.00 per hour.** Please take note of the office hours when making an appointment.

OFFICE HOURS FOR FUNCTIONS & EVENTS

Tuesday to Saturday between 10h00 and 15h00, depending on availability.

Please schedule an appointment in advance to ensure that the venue manager is available on the day of your visit. We regret no viewings to be done on Sundays and Mondays.



YOUR OWN RESPONSIBILITY

- Photographer
- Videographer
- DJ
- Wedding cake
- Flowers & décor (when not making use of Towergoed)
- Lighting
- Guest favours
- Stationary

Take note that Towerbosch's décor department, Towergoed, can assist you with flowers, décor, additional lighting, stationary and guests' favours. Please contact info@towergoed.co.za with all enquiries.

TOWERGOED FLOWERS & DÉCOR HIRE

Towergoed specializes in flowers and décor items which ties in with the ambiance and vintage feel of Towerbosch.

Towergoed assists in the planning and set-up on the day of your wedding, giving you the liberty of focusing on the smaller details of your day...such as relaxing with your bridesmaids, small talk with the make-up artist, and ordering the best man to get another chilled bottle of champagne on ice for the girls.

Please request the Towergoed packages and catalogue from info@towergoed.co.za.

SET-UP

No set up to be done prior to your wedding day. Towerbosch will be available for set-up from 12h00 on the day of your wedding. Please arrange with the venue manager if you require access to Towerbosch prior to 12h00.

Flowers, hiring items and décor provided by yourself or from another supplier may be delivered at Towerbosch the day prior to your wedding **if we are not hosting a wedding or function**. This must be arranged in advance with the venue manager as our storage space is very limited.

DANCEFLOOR & TENT

A dancefloor is provided in our smaller venue (Towerbossie) adjacent to the main venue or under a bedouin tent attached to the front of the venue. Fairy lights and spot lights are included. (No dancing allowed inside the main building).

Towerbossie can also be used as a lounge area, dessert station, children's play area etc.

MUSIC

You are required to arrange your own music and sound, such as a DJ, Jukebox, or live band. Please ensure that the service provider is aware of the standard rules of volume and are licensed with SAMPRA.

Towerbosch will not be held responsible for any penalties regarding the SAMPRA copyright act. For more information please visit www.sampira.org.za. Overly loud music will not be allowed. Please note that you/ the service provider must supply your/their own extension cords, plugs and lighting.

Ensure that the set-up is completed at least an hour before your ceremony and that the **breakdown/pick-up is done the same evening**.

Towerbosch does not provide any sound equipment and does not take responsibility for any sound/entertainment in any area of your wedding.

BAR FACILITIES

Our comprehensively stocked bar (fully licensed) can be operated according to your wishes, as a cash bar, an open bar or with a limited bar tab.

NB: Last rounds will be served at 23h00 and the bar will close at 23h30. Towerbosch closes strictly at 24h00 unless prior arrangements have been made to make use of the venue until 01h00 or 02h00.

SERVING STAFF – WAITERS & BARMEN

Ensuring the quality of service for you and your guests we provide one waiter for every 10 to 12 guests and two barmen for 60 guests and more. Depending on the final floor layout, this may change.

Waiters: R350 per waiter for the duration of your wedding

Barmen: R450 per barman for the duration of your wedding

MENU

The menu prices are a guideline regarding the cost. All menu prices will be finalised two months prior to your wedding date. Please contact Towerbosch's venue manager to confirm final prices and menu items.

Our Towerbosch wedding menu is served feast style, thus it is served on large vintage platters and dishes to the middle of the table. This goes along with the ambiance and feel of our beautiful venue, creating a very intimate and special setting.

Towerbosch can also boast with our 2013 Eat Out Award and 2014 & 2015 Klink Awards earned for our attention to serving excellent quality of food with exceptional taste and unique way of service.

Please refer to our wedding menus for the various options available. Special dietary requirements must be discussed with your venue manager and any special menu requests can be discussed with our chefs.

Menu prices are fixed, which includes our home baked bread served to the tables, a starter, main course and dessert with coffee and tea. Coffee and tea is served during dessert as a self-help station. Canapes and any additional food items will be served at an additional cost.

A **10% service fee** will be added to your final food and beverage bill. This is not applicable to a cash bar.

Feel free to make a reservation at Towerbosch to join us for our famous Country Feast menu served on Sundays between 12h00 and 15h00, as the style of service is the same as during a wedding (feast-style). Please make a reservation in advance with your venue manager or send an email to foh@knorhoek.co.za. Bookings are essential.

DAMAGES & LOSSES

The client is responsible for any damages caused by negligence to Knorhoek and Towerbosch property as well as damages incurred to hired goods.

To this end a **R2 000** breakage deposit will be added to your wedding invoice. This is fully/partly refundable within fourteen days after the wedding (depending on damages/losses incurred). Please ensure that you send your banking details to Towerbosch to receive any credit payments after your wedding.

Towerbosch, Knorhoek Wine Estate and its staff will not be held responsible for any personal items and wedding gifts lost or any injuries that occurred whilst on the premises.

Please note that any items (Towerbosch property) removed from within or outside the venue on your wedding day will be deducted from your breakage deposit. If the amount is greater than your breakage deposit, you will be liable to replace or reimburse Towerbosch for these items.

ACCOMMODATION AT KNORHOEK COUNTRY GUESTHOUSE

The honeymoon room is included at no additional cost, as a wedding gift from the Knorhoek Wine Farm owners, if available (**remember to book the honeymoon room well in advance directly at the guesthouse**). We have seven beautifully decorated and individually appointed rooms with full breakfast included, as well as three self-catering cottages.

The guesthouse offers a very special accommodation, subject to availability. Clients must personally enquire and confirm reservations at the guesthouse.

A mobile spa to provide you with the special treatment only a bride-to-be deserves and can be booked in advanced. Please request the price list from our guesthouse manager.

Please Note

ALL room keys must be collected before 17h00. Keep in mind Towerbosch management does not handle any guesthouse enquiries, bookings or payments and does not have access to the guesthouse reservations calendar or any room keys. This is also applicable to your wedding guests.

Guesthouse contact details

E-mail: guesthouse@knorhoek.co.za

Number: 021 865 2114

CONFIRMATION, CANCELLATION POLICY & PAYMENTS

The completed and signed contract along with the **R5000** deposit and proof of payment thereof is required within three days to secure Towerbosch as your wedding venue. Please use your **correct reference** when making a payment. A second deposit payment of **R10 000** is payable twelve months prior to your wedding day.

The full deposit payment of **R15 000** is payable when securing Towerbosch for your wedding within a twelve-month time frame.

Towerbosch **does not** accommodate provisional bookings. Please refer to banking details below for payment instructions.

In case of a cancellation **twelve months** prior to the wedding date, no deposit will be refunded.

Cancellation within **six months** prior to the wedding date you will be liable for the **FULL payment** of the venue fee.

The balance (and final guest count) must be paid **seven days prior** to your wedding. Please keep in mind all overseas payments should be **cleared** within our bank account **seven days prior** to your wedding. Please arrange this with your bank accordingly.

All outstanding amounts, for example the bar-tab or extra wine ordered during the evening, must be settled the same evening of the day after your wedding. 15% interest will be charged on overdue accounts. Please remember a 5% banking fee will be added to all accounts paid by credit card.

BANKING DETAILS

Account name: Hannes van Niekerk trust t/a Knorhoek wines
Bank: FNB commercial bank
Branch: Tyger valley
Acc. no: 622 587 12 556
Branch no: 250 655
VAT registration no: 4900115173
Business registration no: T610/87

Please ensure that you use the **correct reference** and that you provide the venue manager with your proof of payment emailed directly from your bank (**bank server**) - **Towerb.21032016** (Towerb. and the date of your function).

E-mail: **towerbosch@knorhoek.co.za**
Numbers: 021 865 2958

TERMS & CONDITIONS

- **No service providers may drive or park their vehicle on our lawn**, as we like to keep our grass looking beautiful for our bride and groom and their guests while enjoying their pre-drinks and canapes. Please ensure that all your service providers are aware of this to avoid any confusion on the day.
- Please notify the venue manager no later than seven days prior to your wedding of any **additional changes**. The final guest count will be charged for and not the actual number of guests attending on the day, unless more guests attend on the day.
- We require a minimum of **thirty adult** guests (to be paid for) for the exclusive use of Towerbosch.

- All the details regarding your wedding to be confirmed with our venue manager one month in advance within your **wedding questionnaire**, including your final number of guests, menu, timeline and floorplan.
- Arrangements to hire Towerbosch after 24h00 must be made at least 48 hours prior to your wedding day. The venue is available until 02h00 at R1700 per hour. **Should guests not depart by the closing of the venue one-hour overtime of R1700.00 will automatically be added to your final invoice.**
- Prices are subject to change due to inflation, supplier costs etc. Please confirm possible price changes with our venue manager in advance.
- Please note NO bar facilities will be available prior to a wedding ceremony except arranged non-alcoholic pre-ceremony drinks.
- All wedding flowers and décor items that was not hired via **Towergoed** must be removed/taken home straight after your wedding or the following day between 09h00 and 11h00 for us to ensure that we are ready in time for our next function or wedding. Please note Towerbosch will not be responsible for any loss or damages to these items during this time period.
- Your final payment is required prior to your wedding day. Please forward all proof of payments with your correct reference to our venue manager. Keep in mind your second deposit payment is due within twelve months prior to your wedding day.
- Coffee and tea included into the menu cost is served with dessert only. Additional coffee and tea served prior to dessert will be charge at an additional cost.

- The menu is served feast-style in various platters and bowls. All food items not consumed is packed and delivered to various shelters (mainly the Stellenbosch shelter) as part of Towerbosch and Knorhoeks' contribution to society and the less fortunate, thus **no** "take-aways" will be provided to any guests.
- No Wi-Fi is available at the venue.
- No glassware allowed in the swimming pool.

SPECIAL NOTE FROM TOWERBOSCH

Our venue manager, restaurant manager and chefs are driven to go that extra mile to assist you in the planning and implementation of your wedding, to make it a story-telling occasion lasting for many years to come...

Be assured that the Towerbosch team is as committed to your wedding as you are!



CONTRACT

I /Wehave read and understood the terms and conditions for hiring Towerbosch as stipulated in the wedding package.

I/We, the undersigned, hereby accept these terms and conditions. I/We confirm our booking at Towerbosch venue for theday of the month in the year

Full names:

Bride

Groom

Contact number:

Email address:

Address:

.....

Signature:

Please email this page together with proof of payment of deposit to **towerbosch@knorhoek.co.za**.